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Haileybury Astana is committed to safeguarding in all aspects of education.

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STUDENTS' Digital Guidance Handbook



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Introduction

This handbook outlines Haileybury Astana's expectations for the responsible and ethical use of digital tools, AI technologies, and devices. It supports the school's CAPES values by helping students become confident, respectful, and innovative digital citizens.



Digital Tools and Platforms

Students use **Microsoft 365** for communication, **Google Classroom** for assignments, and **Apple iPads** or laptops for learning. Robotics and coding tools encourage innovation and STEM exploration. **Flint AI** (Senior School) and **Magic School** (Junior School) provide safe, age-appropriate AI platforms.



AI Use Framework

The Haileybury Astana AI Use Framework outlines how AI should be used responsibly in learning. Students must disclose any AI use and follow subject-specific expectations. The EDNAS AI curriculum in the Junior School further supports ethical understanding and responsible AI engagement.

No Use	AI as a Thought Partner	AI as an Editor	AI as an Analyst	AI as a Co-Creator
<p>No disclosure statement required</p> <p>AI is not permitted on this assignment for any reason</p> <p>Reading: You must complete all reading without any help from AI.</p> <p>Content Creation: You must complete the assignment using only your own knowledge, skills, and creativity.</p> <p>Problem-Solving: You must solve all parts of assigned problems using only your own knowledge, skills, and reasoning.</p>	<p>Students must disclose AI usage. Copies of chat(s) must be submitted</p> <p>AI can be used only for initial inquiry, brainstorming, and to help generate ideas.</p> <p>Reading: You must read the original text as assigned, but AI may be used to help you understand the text.</p> <p>Content Creation: You can use AI tools only for initial idea-gathering, and not to complete the assignment.</p> <p>Problem-Solving: You must generate your own solutions to problems, but may use AI to suggest strategies, explore concepts, and provide helpful ideas.</p>	<p>Students must disclose AI usage. Copies of chat(s) must be submitted</p> <p>AI can be used to edit and receive feedback on original content.</p> <p>Content Creation: You can use AI feedback to help edit and revise your original content.</p> <p>Problem-Solving: You may use AI to improve the clarity, organization, and simplicity of a solution you have created, but not to correct errors.</p>	<p>Students must disclose AI usage. Copies of chat(s) must be submitted</p> <p>AI can be used to analyze data, identify patterns, and identify themes.</p> <p>Content Creation: You can use AI to help analyze the reading, but you must read the text assigned.</p> <p>Problem-Solving: You may use AI to help identify mathematical processing errors and misapplication of principles, but you must correct your work by yourself.</p>	<p>Students must disclose AI usage. Copies of chat(s) must be submitted</p> <p>AI can be used to help complete assignments and projects.</p> <p>Reading: You can create and read an AI summary instead of reading the original text.</p> <p>Content Creation: You can use AI to create parts of an assignment as permitted. You need to review AI-created work to ensure its accuracy.</p> <p>Problem-Solving: You may use AI to generate solutions when solving problems. You must check and verify your solution.</p>

Device Use and Care

Students must use devices responsibly - charged daily, handled with care, and used only for learning. Parents are encouraged to monitor screen time, set clear boundaries, and report any technical issues to the school.



Online Behaviour and Etiquette

All online communication must be respectful and appropriate. Students should avoid:

- posting harmful content
- sharing private information
- or using AI to create unethical material.

Collaboration on school platforms should remain positive and professional.



Academic Integrity and AI

AI must never replace a student's own work. Students should understand, verify, and cite any AI-generated content. Misuse of AI is treated as academic misconduct.

Digital Wellbeing

Students should balance screen time with rest, exercise, and mindfulness to maintain healthy study habits.

Support and Guidance

For digital or technical issues, students should contact IT support or a teacher. They are also encouraged to join the Digital Champions Club to develop leadership and innovation in digital learning.



Future of AI and Digital Skills

Haileybury Astana prepares students for a future shaped by AI and robotics by fostering creativity, problem-solving, and digital literacy.